

DATE: OCTOBER 20, 2011

INS120024

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ADMINISTRATIVE LAW JUDGE II

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
OFFICE OF JUDGES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION AT ADVANCED LEVEL, PROVIDES TIMELY ISSUANCE OF DECISION, RULINGS ON MOTIONS IN ACORDANCE WITH ESTABLISHED PRODUCTIVITY AND QUALITY STANDARDS, CONDUCT HEARINGS AND OTHER ASSIGNED TASKS. PERFORMANCE MUST BE CONSISTENT WITH THE ADMINISTRATIVE LAW JUDGE CODE OF CONDUCT. MUST ADVISE THE MANAGING DEPUTY CHIEF ADMINISTRATIVE LAW JUDGE ON UNRESOLVED POLICY QUESTIONS AS WELL AS ANY OTHER ISSUES AFFECTING THE OFFICE. UTILIZATION OF AVAILABLE TECHNOLOGY FOR EFFICIENT OPERATION. PERFORM ALL SUBSTANTIVE AND PROCEDURAL LEGAL WORK FOR CLAIMS ASSIGNED.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE BAR.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS AN ATTORNEY INCLUDING TRIAL EXPERIENCE OR AS AN EXAMINER OR ADMINISTRATIVE LAW JUDGE WITH AN ADMINISTRATIVE BODY, OR A JUDGE OF A COURT OF RECORD.

SALARY: PAY GRADE 024 \$54,228.00 -\$100,332.00

DEADLINE: OCTOBER 31, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CAMMIE WHEELER  
PO BOX 50540  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120024 ON APPLICATION